

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position in the police department, the major duties of which include assisting the Police Chief in developing, preparing, and monitoring the departmental budget; assisting in budget preparation and the management of department financial matters; preparing reports; and performing public relations duties as assigned by the Police Chief. The Administrative Assistant to the Police Chief receives little direct supervision, but primarily works independently, reporting directly to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Manages assigned administrative functions of the police department to assist and relieve the Police Chief of a wide variety of administrative and clerical details through performing specialized tasks in budget preparation, record maintenance, and personnel administration. Assists in the research and planning for assigned programs and activities. Conducts inspections of assigned services of the department and observes operations. Evaluates the effectiveness of the assigned services following inspections and discusses such evaluations with employees in charge of areas inspected to correct or improve problem areas. Reviews incoming communications and routes work to the appropriate person or location.

Assists the Police Chief in accounting for the money and assets of the police department. Manages bookkeeping of assigned accounts to maintain accurate fiscal records. Gathers information for and assists in the preparation of the departmental operating budget. Prepares expenditure estimates. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers, for payment, or related financial records and sees that they are submitted to the proper authority. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Compiles and analyzes data needed, and writes reports required to document activity of the department. Personally completes

all forms and records required or assigned. Writes letters in answer to written or oral requests addressed to the police department or

needed to handle problems or to address other needs of assigned services.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at any required meetings to order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically.

Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Assists the Police Chief in managing the care and maintenance of department equipment, vehicles, and property. Purchases supplies and equipment and helps maintain the department inventory of supplies and equipment. Meets with sales representatives to review products and make decisions on purchasing. Prepares specifications on new police department equipment for public bids.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must have a bachelor's degree in business administration, public administration, or a related curriculum or a bachelor's degree or an associate degree in criminal justice or any equivalent combination of training and experience.

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